

**POSITION DESCRIPTION** *(Please Read Instructions on the Back)*1. Agency Position No.  
NL12491

2. Reason for Submission <input checked="" type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Orlando, FL.	5. Duty Station	6. OPM Certification No.
Explanation (Show any positions replaced) Replaces: NL11977, NL11435, NL11306, NL11097, NL11436.		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1 - Non-Sensitive <input type="checkbox"/> 3 - Critical Sensitive <input checked="" type="checkbox"/> 2 - Noncritical Sensitive <input type="checkbox"/> 4 - Special Sensitive
13. Competitive Level Code 1378				
14. Agency Use				

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	IT SPECIALIST (SYSANALYSIS)	GS	2210	13		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Army (DA)	c. Third Subdivision Chief of Staff (CS)
a. First Subdivision Army Materiel Command (AMC)	d. Fourth Subdivision Information Systems Division (CSI)
b. Second Subdivision Simulation, Training & Instrumentation Command (STRICOM)	e. Fifth Subdivision

19. Employee review - This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. **Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor


b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

James McBrayer, Chief, Information Systems Division

Signature  
  
Date  
7 DEC 01Signature  
  
Date21. **Classification/Job Grading Certification.** I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.22. Position Classification Standards Used in Classifying/Grading Position  
OPM Job Family PCS for Administrative Work in the Information Technology Group, GS-2200, May 01. Series covered by this Standard: Information Technology Management, GS-2210.

Typed Name and Title of Official Taking Action

James L. Laughlin, Colonel, GS, Chief of Staff

Signature  
  
Date  
10 Dec 01**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks  
Position is at the full performance level.  
BUS: 7777

25. Description of Major Duties and Responsibilities (See Attached)

Previous Edition Usable

OF 8 (Rev. 1-85)  
U.S. Office of Personnel Management  
FPM Chapter 295 - USAPPC V1.00

### INTRODUCTION

This position is located in the office of the Chief of Staff, Information Systems Division (CSI) within the Simulation, Training and Instrumentation Command (STRICOM), a major subordinate command of Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of army training devices: simulations and simulators; major test instrumentation; targets and threat simulators; and distributed interactive simulation. The mission includes cradle-to-grave life cycle acquisition with each phase of the acquisition process. CSIM provides information technology products and services that are linked to STRICOM's business goals and objectives. CSIM formulates command policy for automated information needs of STRICOM by ensuring that all of the data used to track training device acquisition milestones, logistics support for training devices, and contract and financial data, is maintained in a common data base; and develops strategies for managing office automation initiatives to continuously enhance productivity within the Command.

The purpose of this position is to serve in matters pertaining to customer requirement analysis and managing the design, development, and implementation of computer systems. Particular emphasis lies in areas of planning, software integration, data warehousing, enterprise resource planning, business process reengineering and automation techniques.

### MAJOR DUTIES

1. Serves as consultant, expert, and advisor in the application of state-of-the-art computer database methodologies to solve problems in the areas of Office Automation, Automated Information Systems, Data Base Design and Integration, Communications and Client Server applications. Advises management on the advantages/impacts of incorporating the new technology into the current hardware/software/communications architecture. Analyses of potential applications include qualitative and quantitative analyses in the form of a formal business case addressing factors such as return on investment (ROI) and break-even points. Prepares hardware and software specifications for work to be contracted, sets test requirements and validation procedures to measure quality and reliability.

25%

2. Provides advice and guidance to ensure emerging technological capabilities integrate into the existing architecture base and satisfies functional end user requirements. Markets recommendations of technological advancements having a major impact on current and planned application of Information Technology (IT) resources. Maintains a broad state-of-the-art technical knowledge in these areas. Provides research and

evaluation of state-of-the-art technological areas related to the engineering of application software systems. Recommends policy and procedural changes through the STRICOM Engineering Process Group to enhance/improve Division and Command productivity. Maintains currency within field of expertise by routine review and study of appropriate trade journals, text books, seminars, courses, etc.

25%

3. Performs IT project management functions within the Information Systems Division. Serves as senior/lead project manager for the analysis, evaluation, development and implementation of computer-based systems used for managing the Command's varied office automation requirements. Works as an Integrated Process Team (IPT) Lead. Responsibilities include planning, organizing, managing tasks and resources to accomplish implementations of IT capabilities with consideration to constraints such as time, schedule and performance. Achieves specific objectives within deadlines, tracks project requirements and generates project schedules which outline required resources. Monitors and evaluates contractor progress. Projects are complex and usually require innovative techniques in order to affect their solution. The major goal is to enhance and improve productivity in the office.

20%

4. Participates in the planning of new technology through the development of the annual IT budget to support technology research and program requirements. Updates the Management Information Systems (MIS) Board on Information Management Systems Projects, schedules, purchases and budget. Participates actively in the Overarching Integrated Project Team (OIPT) to introduce new customer requirements for technology. Provides weekly status reports on projects to supervisor.

15%

5. Participates in the Capability Maturity Model (CMM) process through the Engineering Process Group providing recommendations within the Division for improvement in the business practices used within software development life cycle. Proposes new policy and standard operating procedures to the Quality Management Board.

15%

**Performs other duties as assigned.**

**FACTOR 1 - KNOWLEDGE REQUIRED - Level 1-8 - 1550 Points**

Expert knowledge of design and development stages of software/hardware advanced technology products to formulate policies and strategies required to integrate new technology into the current hardware, software and communications architecture

supporting business processes directly related to training and simulation technology programs.

Expert knowledge of STRICOM business processes and software applications to recognize opportunities for and to manage introduction of new technologies to those processes.

Thorough knowledge of contractual arrangements involving information technology (IT) to accomplish implementation projects using contracted IT resources.

A high degree of knowledge of data warehousing, enterprise resource planning and system development life cycle concepts to provide expert advice to managers and executives throughout STRICOM and guidance to IT contractors.

A high degree of knowledge of software management techniques to advise on horizontal integration of technology systems for related training and simulation programs.

Knowledge of business process engineering concepts and methods sufficient to lead/conduct studies designed to identify potential improvements in the way information technology is applied to key business functions;

A high degree of skill in program management.

A high degree of skill in planning, implementing and evaluating a wide variety of technology programs that support the objectives of training and simulation programs.

A high degree of skill in leadership of integrated product teams (IPTs).

A high degree of skill in problem identification and analysis techniques/reasoning and in the assessment of functional requirements directly related to support of training and simulation programs to generate an annual budget.

## **FACTOR 2 - SUPERVISORY CONTROLS - Level 2-4 - 450 Points**

Within a framework of priorities, funding and overall project objectives (e.g., cost reduction, improved effectiveness and efficiency, better workload distribution, or implementation of new work methods), the employee and supervisor develop mutually acceptable objectives which typically include identification of the work to be done, the scope of the projects, and deadlines for their completion. Incumbent plans and carries out assignments independently, analyzing requirements, interprets policies/procedures, and develops solutions in accordance with established mission objectives. Employee integrates and coordinates the work of others and resolves any conflicts that arise. The employee keeps management informed on the progress of

projects, potential controversial matters or far-reaching implications. Completed work is reviewed from overall standpoint in terms of feasibility, compatibility with other work or effectiveness in meeting requirements or achieving expected results.

**FACTOR 3 - GUIDELINES - Level 3-4 - 450 Points**

Guidelines include Army regulations, federal laws, policy statements, procedures, practices and other material governing information systems administration and management of functions, organizations and employees as well as STRICOM mission and function statements. Often these guidelines do not apply specifically to particular complex and technically difficult management situations, thus requiring use of a high degree of judgment and creativity of selecting, interpreting and adapting guides. This lack of specificity requires the incumbent to develop relevant data for subjects studied. The employee uses initiative in researching state-of-the-art technologies to develop improved methods to satisfy particular requirements. The employee demonstrates resourcefulness in assigned projects by formulating new design concepts and integrating the work of others, as the project/program leader. The employee is recognized throughout STRICOM as an expert in a software specialty area. The employee applies judgment in evaluating the significance of new technological advances and advises management on the advantages/impacts of incorporating the new technology into the current hardware/software/communications architecture.

**FACTOR 4 - COMPLEXITY - Level 4-5 - 325 Points**

Assignments consist of information technology integration projects characterized by the need for significant departures from established practices. They typically involve significant depth of technical analysis of user requirements and applicable system/communication software and computer equipment, including the need to integrate the various components of the user's information architecture into an existing multi-million-dollar infrastructure with little or no impact on system performance.

Typical assignments require developing detailed plans, goals, and objectives for the implementation and administration of the projects, and/or developing criteria for evaluating the effectiveness of the proposed projects.

Decisions about how to proceed in planning, organizing and conducting studies are complicated by conflicting program goals and objectives which may derive from trade-offs in cost and productivity and/or variations in the demand for program services.

Options, recommendations, and conclusions developed by the employee take into account and give appropriate weight to initial

and continuing operating costs; disruption due to system conversion; anticipated increases in efficiency and other variables which affect long-range program performance.

**FACTOR 5 - SCOPE AND EFFECT - Level 5-5 - 325 Points**

Projects and assignments require coordination and integration of project efforts or studies, resolving critical problems in STRICOM-wide systems or development of new approaches or techniques for use by others. Employee serves as a technical expert in a specialty area or as a project coordinator and integrator in carrying out unprecedented one-of-a-kind efforts. Work significantly affects the work of other experts in CISM and throughout STRICOM.

**FACTOR 6 - PERSONAL CONTACTS &**

**FACTOR 7 - PURPOSE OF CONTACTS - Level 3-c - 180 Points**

Contact includes STRICOM Commander, Deputy to Commander, Directors, Project Managers, management analysts, budget analysts, program/project managers and other STRICOM managers. Contacts also are maintained with MACOMs, other DoD activities, contractors and professional groups in the public and private sectors. Within STRICOM independently presents controversial and critical observations, findings and recommendations (for substantial changes in customary work operations) in dealings with line managers and supervisors within the organization. Purpose of contact is to influence others to utilize particular technical methods or procedures, or to persuade others to cooperate in meeting objectives when there are problems in securing cooperation. Continual liaison with industry trading partners and others outside STRICOM required to exchange information and implement revised business practices.

**FACTOR 8 - PHYSICAL DEMANDS - Level 8-1 - 5 Points**

The work is sedentary. Some work may require walking and standing in conjunction with travel and to attendance at meetings and conferences away from the work site. Some employees may carry light items such as papers, books, or small parts, or drive a motor vehicle. The work does not require any special physical effort.

**FACTOR 9 - WORK ENVIRONMENT - Level 9-1 - 5 Points**

The work area is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD#** 12491

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."